










Procedural

	Procurement	Receiving	Facility Design	Equipment Maintenance	Production Records
Recommended Training Tools	 First Choice	 All-Star Receiving	 Guidelines for Equipment to Prepare Healthy Meals	 First Day...Every Day: Basics for Food Service Assistants, Part II	 Meal Requirements (ADE Seminar)
	 Purchasing the Dietary Guidelines		 The New Design Handbook for School Food Service	 Manufacturer recommendations	
	 Choice Plus				

Positions that need the above training:





Positions	Procurement	Receiving	Facility Design	Equipment Maintenance	Production Records
Baker				✓	✓
Bookkeeper					
Buyer	✓				
Cashier					
Caterer				✓	✓
Clerk					✓
Cook		✓		✓	✓
Coordinator	✓			✓	✓
Custodian				✓	
Director	✓	✓	✓		✓
Dishwasher				✓	
Driver				✓	
General Cafeteria					
Manager	✓	✓		✓	✓
Receptionist					
Secretary	✓				✓
Warehouse		✓		✓	

	National School Lunch Program Requirements	
Recommended Training Tools	 Meal Requirements (ADE Seminar)	

Positions that need the above training:



Positions	National School Lunch Program Requirements	
Baker	✓	
Bookkeeper		
Buyer	✓	
Cashier	✓	
Caterer	✓	
Clerk	✓	
Cook	✓	
Coordinator	✓	
Custodian		
Director	✓	
Dishwasher		
Driver		
General Cafeteria		
Manager	✓	
Receptionist	✓	
Secretary	✓	
Warehouse		

Human Resources

	Conflict Resolution	Scheduling	Ethics	Organization Skills	Labor Management
Recommended Training Tools	 Dealing with Conflict Resolution	 Scheduling the Team	Check with your school district for training on this subject	 Jobs and Multiskilling in the Workplace Effective Leadership /Management Skills Getting the Most from the Work Day	 Employee Discipline Delegating/Empowering Employees Performance Standards and Expectations

Positions that need the above training:








Positions	Conflict Resolution	Scheduling	Ethics	Organization Skills	Labor Management
Baker	✓	✓	✓	✓	
Bookkeeper	✓	✓	✓	✓	
Buyer	✓	✓	✓	✓	
Cashier	✓	✓	✓	✓	
Caterer	✓	✓	✓	✓	
Clerk	✓	✓	✓	✓	
Cook	✓	✓	✓	✓	
Coordinator	✓	✓	✓	✓	✓
Custodian	✓	✓	✓	✓	
Director	✓	✓	✓	✓	✓
Dishwasher	✓	✓	✓	✓	
Driver	✓	✓	✓	✓	
General Cafeteria	✓	✓	✓	✓	
Manager	✓	✓	✓	✓	✓
Receptionist	✓	✓	✓	✓	
Secretary	✓	✓	✓	✓	
Warehouse	✓	✓	✓	✓	

	Motivational Techniques	
Recommended Training Tools	 Creating a Motivated Workplace  Delegating/Empowering Employees	

Positions that need the above training:

Positions	Motivational Techniques	
Baker		
Bookkeeper		
Buyer		
Cashier		
Caterer	✓	
Clerk		
Cook		
Coordinator	✓	
Custodian		
Director	✓	
Dishwasher		
Driver		
General Cafeteria		
Manager	✓	
Receptionist		
Secretary		
Warehouse		








Food Production

	Healthy Cooking	Menu Planning	Culinary Techniques	Processed Foods Production	
Recommended Training Tools	 A Tool Kit for Healthy School Meals  Healthy Edge 2000  Healthy Cuisine for Kids	 Creating Healthy Menus for the Mainline I & II  A Menu Planner for Healthy School Meals	 Culinary Techniques for Healthy School Meals	 Cooking for the New Generation	
ASFSA Certification Requirements	Healthy Edge 2000 is required for all 3 levels of certification. The course is available on-line at www.ASFSA.org				

Positions that need the above training:






Positions	Healthy Cooking	Menu Planning	Culinary Techniques	Processed Foods Production	
Baker	✓		✓	✓	
Bookkeeper					
Buyer					
Cashier					
Caterer	✓	✓	✓	✓	
Clerk					
Cook	✓	✓	✓	✓	
Coordinator					
Custodian					
Director		✓			
Dishwasher					
Driver					
General Cafeteria	✓	✓		✓	
Manager	✓	✓	✓	✓	
Receptionist					
Secretary					
Warehouse					

Business

	Business Communications	Marketing	Revenue Generation	Accounting	Word-processing
Recommended Training Tools	 Communication Skills for Managers  Community College	 Hey, What's Cooking  Target your Market	 Revenue Generation and Cost Control Measures Currently Used In Financially Successful CNP's	 Community College	 Community College
ASFSA Certification Requirements		24-39 Hours of Marketing Education is required for levels 2 and 3 of ASFSA Certification			

Positions that need the above training:

Positions	Business Communications	Marketing	Revenue Generation	Accounting	Word-processing
Baker					
Bookkeeper	✓		✓	✓	✓
Buyer	✓		✓		✓
Cashier					
Caterer	✓	✓	✓		
Clerk					
Cook					
Coordinator	✓	✓	✓	✓	✓
Custodian					
Director	✓	✓	✓	✓	✓
Dishwasher					
Driver					
General Cafeteria					
Manager	✓	✓	✓	✓	✓
Receptionist	✓				✓
Secretary	✓				✓
Warehouse					

	Cost Control	Database Maintenance	Spreadsheets	Internet/Technology	Basic Math Skills
Recommended Training Tools	 Creating Healthy Menus for the Mainline	 Community College	 Community College	 Community College	 Community College

Positions that need the above training:




	Cost Control	Database Maintenance	Spreadsheets	Internet/Technology	Basic Math Skills
Baker					✓
Bookkeeper	✓	✓	✓	✓	✓
Buyer		✓		✓	✓
Cashier					✓
Caterer					✓
Clerk					✓
Cook					✓
Coordinator	✓	✓	✓	✓	✓
Custodian					
Director	✓	✓	✓	✓	✓
Dishwasher					
Driver					
General Cafeteria					
Manager	✓	✓			✓
Receptionist		✓			✓
Secretary		✓	✓	✓	✓
Warehouse		✓			✓

	Contracts Management	
Recommended Training Tools	 Community College	

Positions that need the above training:

Positions	Contracts Management	
Baker		
Bookkeeper	✓	
Buyer	✓	
Cashier		
Caterer		
Clerk		
Cook		
Coordinator	✓	
Custodian		
Director	✓	
Dishwasher		
Driver		
General Cafeteria Manager		
Receptionist		
Secretary		
Warehouse		






Nutrition

	Nutrition Education Resources	Nutrient Analysis	Nutrition Care for Children with Special Health Care Needs	Basic Nutrition Knowledge		
Recommended Training Tools	 N-Files (ADE Seminar)	Contact your Child Nutrition Specialist for a list of USDA approved Nutrient Analysis Computer Programs	 Special Foods for Special Kids		Community Colleges	

Positions that need the above training:





Positions	Nutrition Education Resources	Nutrient Analysis	Nutrition Care for Children with Special Health Care Needs	Basic Nutrition Knowledge	
Baker					
Bookkeeper					
Buyer					
Cashier					
Caterer					
Clerk					
Cook					
Coordinator	✓	✓	✓	✓	
Custodian					
Director	✓	✓	✓	✓	
Dishwasher					
Driver					
General Cafeteria					
Manager			✓	✓	
Receptionist					
Secretary	✓				
Warehouse					

General

	Early Childhood Education	Public Speaking	Environmental Issues	Training	Mentoring
Recommended Training Tools	 Care Connection	 Community Colleges	 Energy Conservation Manual for School Food Service Managers	 Orienting and Retaining Staff	 Coaching Employees for Positive Outcomes

Positions that need the above training:

Positions	Early Childhood Education	Public Speaking	Environmental Issues	Training	Mentoring
Baker					✓
Bookkeeper					✓
Buyer					✓
Cashier					✓
Caterer				✓	✓
Clerk					✓
Cook					✓
Coordinator	✓	✓	✓	✓	✓
Custodian			✓		✓
Director	✓	✓	✓	✓	✓
Dishwasher					✓
Driver			✓		✓
General Cafeteria					✓
Manager		✓	✓	✓	✓
Receptionist					✓
Secretary					✓
Warehouse			✓		✓

	Personal Hygiene	Sanitation & Safety	
Recommended Training Tools	 Serving it Safe  First Day ...Every Day: Basics for Food Service Assistants – Part 1	 Serving it Safe  ServSafe	
ASFSA Certification Requirements		10 Hours of Sanitation Education is required for all 3 levels of Certification. 5 additional hours of HACCP education are required for level 3 certification.	

Positions that need the above training:

Positions	Personal Hygiene	Sanitation & Safety	
Baker	✓	✓	
Bookkeeper	✓		
Buyer	✓	✓	
Cashier	✓	✓	
Caterer	✓	✓	
Clerk	✓	✓	
Cook	✓	✓	
Coordinator	✓	✓	
Custodian	✓	✓	
Director	✓	✓	
Dishwasher	✓	✓	
Driver	✓	✓	
General Cafeteria	✓	✓	
Manager	✓	✓	
Receptionist	✓	✓	
Secretary	✓	✓	
Warehouse	✓	✓	